



## Assistant Project Manager Job Description

**Date:** June 2012

**Reports to:** Project Manager – New Construction

**Department:** Real Estate Development

**Classification:** Full time, Exempt

### Position Purpose:

The Assistant Project Manager (APM) is a full time, exempt position, responsible for assisting the Project Manager with managing the project development process on multiple projects simultaneously. The APM will assist in contract negotiation, obtaining project financing, budgeting, managing consultants, pulling permits, managing schedules, and managing home sales. This position is highly visible in the organization and externally. The APM reports to the Project Manager – New.

### Essential Functions of the Position:

#### Contract Negotiation

- Assist in negotiating agreements and consultant contracts;

#### Project Financing

- Assist in identifying and securing public and private financing for projects;
- Monitoring or coordinating disbursement/draw requests with accounting/finance staff;

#### Project Budgeting & Cash Flows

- Assist in developing project pro formas and detailed budgets and manage project costs;
- Assist in developing and regularly (monthly) updating cashflow forecast/outlook through end of projects;
- Reviewing and authorizing all non-construction project invoices/expenses and submit for payment;
- Assist in monitoring expense reports from the Finance department and provide corrections/explanations;

#### Project Team & Partnerships

- Assist in developing and maintaining good working relationships with development partners and funders to achieve mutual goals;
- Coordinating selection and manage performance of architects, consultants, attorneys, engineers, and other project specialists and team members;
- Assist in coordinating the project-related work of Fundraising, Homeowner Relations, and Construction Management departments to ensure adherence to project budget and schedule;

#### Planning and Permitting Process

- Assist in coordinating HEB's representation before public agencies and community organizations, including developing and maintaining strong relationships with government representatives and making presentations in front of government entities;
- Managing the preparation and processing of all necessary entitlement applications and other required approvals in coordination with project team;

#### Project Schedules

- Assist in creating and coordinating project schedules and maintaining the process for project team adherence and accountability to timelines;

#### Project Reports

- Preparing and submitting reports to funding sources for projects, in a timely manner;
- Providing periodic reports on project progress or key issues and findings;

#### Home Sales & DRE Subdivision Approval

- Calculating home prices using affordability calculations and market analysis;
- Managing the creation of HOA documents and subdivision approval by DRE;
- Assist in coordinating home sales with the Construction and Homeowner Relations departments and third party sales agents to ensure timely closing of completed homes;

## **Knowledge, Skills, and Abilities:**

### **Affordable Housing Development**

- Minimum one year experience in housing and real estate development, real estate finance, planning or related field;
- Experience in single family home acquisition and rehabilitation preferred;
- Bachelors Degree required; degree in Business Administration, Real Estate, Architecture, Engineering, or Urban Planning desired;
- Proficient in Microsoft Project, Excel and Word, aptitude/willingness to learn other management software programs;
- Some knowledge of public entitlement process, affordable housing funding, and subdivision mapping process in California preferred; some experience in obtaining planning approval, improvement permits, and building permits preferred;
- Commitment to affordable housing development and specifically the HEB mission to create homeownership opportunities for very low, low, and moderate income families;
- Possess a temperament that is suitable for the environment of a volunteer-oriented, non-profit organization and the ability to create a work environment that is cheerful, productive and inclusive;

### **Property Acquisition/Disposition**

- Basic knowledge of real estate law in California desired;
- Experience with purchase and sale and option agreements, grant deeds, and other legal documents, including DDAs, Das, or OPA, involved in obtaining site control desired;

### **Negotiation and Management Experience**

- Experience building relationships with local governments desired;
- Ability to negotiate development and consultant contracts desired;
- Ability to work in teams and coordinate diverse input into the development process;

### **Communication Skills**

- Strong written communication skills;
- Strong oral communication skills and experience making public presentations;
- Ability to work effectively with different social and economic groups in community meetings and guide the community design process and acceptance;

### **Finance**

- Strong financial background, preferably including affordable housing real estate financing;
- Know how to manage a project budget in Microsoft Excel;
- Successful experience with governmental grant writing desired;
- Knowledge of local jurisdictions' typical funding mechanisms desired;

### **Design / Construction**

- A general knowledge of wood frame construction details and methods;
- Ability to read and understand architectural, structural, & civil engineering plans desired;
- Knowledge of the service design processes of PG&E, EBMUD, and/or other local utilities desired;
- Understanding of sustainable building techniques preferred;
- Knowledge and experience leading charettes desired;

### **Work Environment/Physical Requirements:**

Primarily office work, some travel and attending night and weekend meetings as required.

**Note:** This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.